



The Beacon Falls Public Library

Library Board of Trustees

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January 21, 2015 Special Monthly Meeting Minutes (Draft Copy – Subject to Revision)

- I. **Call to Order/ Pledge of Allegiance:** Chairman Ken Priestley called the special monthly meeting of the Beacon Falls Public Library Board of Trustees to order in the Connie Christensen Children's Room of the Beacon Falls Public Library at 7:01 p.m.

Trustees present: Chairman Ken Priestley, Sharon Davis, Anne O'Dell, Erik Dey, Jessica DeGennaro

Trustees absent: Patricia Caldwell

Others present: Susan Dowdell, Library Director

- II. **Review of Agenda:** The agenda was reviewed. Erik/Sharon accept agenda

- III. **Approval of Minutes:** December 10
The December 10, 2014 meeting minutes were reviewed; no corrections were needed.
Motion to accept December 10, 2014 minutes: **Dey/Davis**; all aye. *K. Priestley and J. DeGennaro abstained as they were not at the December 10, 2014 meeting.*

Correspondence:

- Board of Selectman memo dated 12/17/14 re hiring Amy Enquist as Program Librarian starting on 1/2/15 with her probation ending on 4/2/15
- Board of Selectman memo dated 12/16/14 requesting budget submission and 5-year plan due NLT 1/31/15

- IV. **Public Comment** – none

- V. **Friends' Report:** Ken Priestley
- Met last week
 - May have pancake breakfast joint fundraiser with the Beacon Falls Lions Club
 - Approved purchasing a second DEEP State Park pass
 - Scrabble plans underway for March 19 Challenge
 - Discussed potential restaurant fundraiser, decided against it
 - Changed several meeting nights when in conflict with library programs

VI. **Long Range Plan subcommittee:** workshop held January 12

S. Dowdell presented a draft survey for the Board's review incorporating suggested changes of paring it down and removing some choices.

S. Dowdell added that at a recent Board of Finance meeting, Mike Krenesky, who is the custodian for the town-owned Wolfe Ave property, recommended the Board of Selectmen put money in the 2015-2016 budget for demolition of the house.

The Library Board will need to decide on a timetable and method of release for the survey and if there will be any reward or incentive for completing survey

E. Dey commented that he had researched how to get people to fill out a survey and found that incentives didn't matter or increase responses. He suggested beefing up the introductory paragraph and invite the participants to fill out the survey highlighting the "How can we help you?" theme.

ACTION: S. Dowdell will present a final version of the survey to the February meeting.

VII. **Library Director's Report:** Susan Dowdell

a. **Reports**

Service Report:

- overall circulation continued to slightly increase. Audio books continue to be strong. BFPL borrowed additional titles from the Middletown Library Service Center while awaiting the audio circuit exchange to take place.
- to counter the potential drop in children renewing their first library cards, S. Dowdell and A. Enquist plant to visit Laurel Ledge grades 3 & 4 to demonstrating OverDrive which requires a valid library card
- A. Enquist has story times planned out through March and several programs booked for the summer reading program
- The puppet program on 1/2/15 was well received and the room was full

Financial Report

- will request the Board of Selectmen to approve a transfer of funds into the part-time salary budget line

Approval for any Bills to be Paid:

a. Motion to pay Baker & Taylor bill for \$26.23 for books in memory of Daniel Barden donation: **Davis/Dey**; all aye.

b. Unpaid Overdrive bills from 2014; originally invoiced in February 2014 and fell through the cracks and weren't paid. This OverDrive bill was never received until a statement came in December 2014. These bills were incurred last fiscal year (2013-2014) and the BFPL just received a replacement invoice with a total due of \$161.61.

E. Dey suggested a motion to pay \$161.61 OverDrive bill pending

concurrence from First Selectman.

A. O'Dell requested S. Dowdell first check with the First Selectman to ask what the options are for paying this bill.

This motion was unsupported.

ACTION: S. Dowdell will ask the First Selectman what the options are for paying the overdue OverDrive bill and will address it at the February Library Board meeting.

VIII. Old Business

a. Bibliomation update: Sue Dowdell
S. Dowdell will meet with the Prospect and Region 16 Librarians and will encourage them to join Bibliomation.

b. Library Self Check-out: Sue Dowdell -
S. Dowdell discussed this project with Bibliomation staff . Bibliomation provided a letter requesting approval to give programmer Linda Walsh administrative credentials to work on their system. S. Dowdell listed the required supplies and equipment with prices plus labor for this project. The Friends approved spending up to \$1,400.

K. Priestley shared his concern about using a dual operating system as it may be too complicated for some patrons. He stressed the importance of personal service.

E. Dey commented that a self check-out system would be an option for patrons.

Motion to give Library Director S. Dowdell approval to move forward with library self-checkout project: O'Dell/DeGennaro; all aye

c. CT State Library Board of Trustee's listserv: Erik Dey - NTR

d. Current policy review – tabled

K. Priestley noted the e-device policy was approved.

S. Dowdell shared that staff has been working on a library procedures manual which included policies. BFPL staff will begin to review and suggest changes.

e. Staffing - update on Program Librarian position
S. Dowdell reported that Amy Enquist started on January 2 as the new Program Librarian.

f. Redefining Library Board Treasurer's Duties; note changes in by laws in spring

S. Dowdell noted that they are waiting for information from the Town Treasurer on how the Library Board checkbook will be handled.

Topic tabled until March when Library Board by law revisions will be discussed.

g. FY 2015/2016 budget

S. Dowdell reviewed the draft FY 2015-2016 BFPL budget. Items of note:

- 2.5% full time salary increase per Union contract
- 20% increase in clerk line item to cover potential meetings held during the summer
- 20% increase for telephone and internet because the state rate is unknown and may increase
- 10% increase to Professional Development line item as the new Program Librarian will need training and an overage in FY 2013-2014 had to be paid by the town
- 1.7% increase in Computer Support to accommodate the 5% increase in Bibliomation fees and 2 circulation computers will need to be replaced

Motion to accept the proposed BFPL FY 2015-2016 budget and submit to the Board of Selectmen: : Davis/O'Dell; all aye.

Per Board of Selectman memo dated 12/16/14 requesting projections for a 5-year plan, the following items were discussed:

- 5% increase to operating budget each year
- 2015 focus on working on the Long Range Plan
- 2016-2017 focus on working on a building plan
- request for \$50,000 in FY 2016-2017 for preliminary library building plans; BFPL still has \$11,000 previous budgeted for plans

Motion to approve the Library Director to submit a 5-year proposal for starting a library building project in FY 2016-2017 with \$50,000 for preliminary plans for a new library plus add a 5% increase per year in the library operating budget:

DeGennaro/Davis; all aye.

h. LSTA Grant - update

S. Dowdell noted that the federal grant application is due the end of March. The CT State Library administers these federal grants of up to \$7,500. A grant requires 10 programs in lifelong learning possibly in multi-sessions to be eligible and requires 25% matching funds. S. Dowdell may ask the Friends to help fund and can use in kind staff time.

BFPL staff met with seniors at Chatfield Farms and Pond Spring to gather potential ideas for programs such as genealogy, art, writing, memoirs, and dance. S. Dowdell is working with A. Enquist on a survey to gauge interest from the community.

Motion to approve the Library Director to move forward with LSTA grant application: Dey/O'Dell; all aye.

ACTION: S. Dowdell will present the final grant submission at the February Library Board meeting.

IX. New Business

a. Fines for Family Passes - discussion

S. Dowdell shared information of how other libraries handle late fines and/or replacement and circulation of passes which ranged from \$2.00 per day to \$50.

BFPL staff did not wish to handle a deposit on passes when checked out.
Passes at BFPL are on a 3-day circulation
Topic tabled and discussion to continue at February meeting.

b. Library brochure proposal

S. Dowdell shared information on professional printing of library brochures including a quote of \$310.00 for 500 folded copies of each brochure version.

Motion to pay up to \$350.00 for professional printing of 2 sets of 500 trifold library brochures: O'Dell/Davis; all aye.

c. Develop Budget for Library Board Funds: Sue Dowdell

S. Dowdell asked how the Library Board checking account funds would be used.

S. Dowdell suggested the Crystal Rock water bill come out of the building maintenance budget, not the BFPL budget. She presented a draft projection of income based on FY 2013-14 and the first half of FY 2014-2015.

Additional items for discussion:

- how much to save
- how much to set aside for a custom desk for the Library Director
- how much can be saved for other special projects or programs

This topic will be discussed at the February Library Board meeting.

d. Scrabble Team - reminder for March 19 event

X. Executive Session (if needed)

Announcements/Adjournment:

The next regular monthly meeting will be on Wednesday, February 11, 2015 at 7:00 p.m.

Motion to adjourn the meeting at 8:29: Dey/O'Dell; all approved.

Respectfully Submitted,
Martha Melville
Library Board Clerk